



WV Department of Administration
Fleet Management Office
2101 Washington Street, East
Charleston, WV 25305

Date: _____

TO: _____

FROM: _____

Telephone Number: _____

RE #: _____

- | | |
|---|---|
| <input type="checkbox"/> Action | <input type="checkbox"/> Investigate |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Justification Needed |
| <input type="checkbox"/> As Required | <input type="checkbox"/> Note & Return |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Per Conversation |
| <input type="checkbox"/> File | <input type="checkbox"/> See Me |
| <input type="checkbox"/> For Correction | <input type="checkbox"/> Signature Required |
| <input type="checkbox"/> FYI | |

Form: DOA-FM-008 (Created: 8th Dec 2010)

ENABLING STATUTE: WV Code §5A-3-48 through 5A-3-53
REGULATORY AUTHORIZATION: **Code of State Rules** 148 CSR 3



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